

SELECTION CRITERIA FOR EVALUATING CONSULTANT PROPOSALS

CONSULTANT: _____

1. The Qualifications of the Professional Personnel to be Assigned to the Project

- a. Who will do the actual work on the engineering design and supervise construction? Does the staff to be assigned to the project on a day-to-day basis have technical training and experience appropriate to the scope of work in the RFP?

Comments:

- b. Does the firm use subcontractors for certain work? If so, which firms and for what work?

Comments:

- c. Are the reference checks supportive of the consultant's technical abilities and ability to work cooperatively with local officials?

Comments:

- d. What experience does the firm have in working with State and Federal environmental and funding agencies?

Comments:

Score for qualifications of the professional personnel to be assigned to the project:

- _____ Best (___ points)
- _____ Above average (___ points)
- _____ Average (___ points)
- _____ Below average (___ points)
- _____ Poor (___ points)

2. The Consultant's Capability to Meet Time and Project Budget Requirements

- a. Has the consultant provided a step-by-step timetable for the work with milestones indicating when key tasks will be performed and by whom? Does the schedule appear complete and realistic?

Comments:

- b. To what extent will qualified staff be available to supervise project staff on-site?

Comments:

- c. How much time would the firm's staff actually spend in the community on a day-to-day basis over the term of the project?

Comments:

- d. Is the consultant capable of meeting the time and budget requirements for the project? What time schedule does the firm propose for completing the work?

Comments:

Score for consultant's capability to meet time and project budget requirements:

- _____ Best (___ points)
- _____ Above average (___ points)
- _____ Average (___ points)
- _____ Below average (___ points)
- _____ Poor (___ points)

3. Location

- a. Where is the firm located? Comments:

Score for location:

- _____ Best (___ points)
- _____ Above average (___ points)
- _____ Average (___ points)
- _____ Below average (___ points)
- _____ Poor (___ points)

4. Present and Projected Workloads

- a. What is the current and projected workload of the consultant and how much time will the consultant have available to devote to the project?

Comments:

- b. What projects are the firm now working on and what new ones may be starting soon?

Comments:

Score for present and projected workloads:

- _____ Best (___ points)
- _____ Above average (___ points)
- _____ Average (___ points)
- _____ Below average (___ points)
- _____ Poor (___ points)

5. Related Experience on Similar Projects

- a. Does the consultant have experience with similar projects for similar sized communities? Which communities have they worked with in the recent past?
Comments:
- b. Does the firm have experience in designing similar systems for similar sized communities? What types of systems has the firm actually recommended, designed and installed? When were they installed? How are these systems working? What were the estimated costs? What are the present operation and maintenance costs of these systems?
Comments:
- c. How do previous clients rate the consultant's performance (i.e. reference checks)? What is the consultant's track record on similar projects for timely performance within original budgets?
Comments:

Score for related experience on similar projects:

_____ Best (___ points)
_____ Above average (___ points)
_____ Average (___ points)
_____ Below average (___ points)
_____ Poor (___ points)

6. Recent and Current Work for the Entity Issuing the RFP

- a. If the consultant has done work previously for the community, how did they perform?
Comments:

Score for recent and current work for the entity issuing the RFP:

_____ Best (___ points)
_____ Above average (___ points)
_____ Average (___ points)
_____ Below average (___ points)
_____ Poor (___ points)

In addition to the selection criteria listed above, another more general criteria could potentially be added that is concerned with the overall quality of the proposal.

☐ Quality of the Proposal

- a. Does the proposal respond comprehensively to the tasks outlined in the request for proposals (RFP)?

Comments:

- b. Does the proposal reflect a good understanding of the technical issues involved in the project?

Comments:

- c. Does the proposal indicate an understanding of the requirements that must be complied with for a TSEP project (and the other state and/or federal funding sources involved)? What experience has the firm had dealing with state or federal grant or loan programs? What experience has the firm had with lending institutions or financial consultants? What experience has the firm had helping communities get financing from commercial sources (banks, bond sales)?

Comments:

- d. Has the consultant provided a clear description of how the work will be managed and how the consultant will coordinate with local officials and staff? How does the firm plan to handle public participation in this project?

Comments:

Score for quality of proposal:

- ____ Best (___ points)
____ Above average (___ points)
____ Average (___ points)
____ Below average (___ points)
____ Poor (___ points)

TOTAL NUMBER OF POINTS: _____

DATE: _____